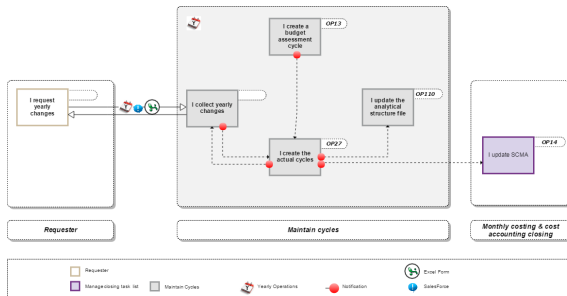


# I create the actual cycle (yearly maintenance process)

Process: [Costing Model Architecture](#)

Responsibility area: [Maintain cycles](#)

1. **Controlling** - Information for the possibly cycle changes and validate the Budget cycle.
2. **GBS**- Copy the Cycles from last year (in case of Budget cycle, copy from it), and do the necessary changes requested.



## Scope



WW

WP2, PF2

## Frequency



## References

- [OP.027](#)
- [Assessment cycles - Master Data](#)

## Attachments

[IAC 01.09 Costing model.xlsx](#)

[OP.013](#) << I create the actual cycle (yearly maintenance process) >> [OP .110](#) & [OP.014](#)

## Guideline

Budget Cycle needs to be Created and Validated by Local Finance first. Only then we can start copying the Budget Cycles and the All other cycles.

Copy from Budget Cycle PPPPB to cycle PPPPCO. See [Assessment cycles Rules](#).

### STEP 1

Use transaction code : **KSU1**

KSU1 - Create Actual Assessment Cycle : Initial Screen

### Create Actual Assessment Cycle: Initial Screen

STEP 2

Enter the cycle code and the starting date and

Enter ↵

**i** [Assessment cycles Rules](#) - Necessary to Use the Rules for Codification

If you want to copy from another cycle (Normally to create again a cycle from one year to another):

- Cycle - Cycle Name (Maintain the Name the codification)
- Start Date - 01.01.YYYY
- Controlling Area - See link for possible [Controlling Areas](#)

Create Actual Assessment Cycle: Initial Screen

STEP 3

1. Enter the validity date (to last day of the year)
2. Enter the description of the cycle
3. Check the Indicator "Iterative"
4. Check the Field Groups "Object Currency"

Create Actual Assessment Cycle: Header Data

STEP 4

Click

Attach segment

Create Actual Assessment Cycle: Segment

STEP 5

Enter the segment code and description

**Segment Code** - Normally the Cost Center Sender (Ex: B712345678 or 0224-2000)

**Segment Description** - Cost Center Description

**STEP 6**

**Update the tab "Segment Header" :**

1. Assessment Cost element or Allocation structure

**i** **Assessment cycles Rules** - Check the Rules to use the Correct Cost Element or Allocation Structure

2. Sender values:
  - Sender rule
  - Share in % = 100 %
3. Receiver tracing factor :

Receiving rule	WP1	PF1	Action
Variable portions	Not used	Standard	Choose Var. portion type = Actual Statistical Key figures
Fixed amounts	Specific	Specific	Update the Amount in "Receiving Tracing Factor"
Fixed percentages	Standard	Standard	Update the allocation keys in "Receiving Tracing Factor"
Fixed portions	Not used	Not used	Not used

STEP 7

Go to the tab "Senders/Receivers"

STEP 8

Update the tab "Senders/Receivers"

1. Enter a cost center or a group of cost center (group in the standard hierarchy)
2. Enter a cost element or a group of cost element (in the hierarchy: ZRCS-CNP for WP1 / XCS-ALL for PF1). It is not necessary when an allocation structure is used.
3. Enter the receiving Object or group of Objects (Order Cost Center, Cost Object or WBS Element)

STEP 9

Go to the tab "Sender Values"

Normally there is nothing to update (Only if it is Specific or an Exception, you have to insert a price or a rate)

STEP 10

**i** Only when the Variable portions => Actual Statistical Key Figures have been chosen in the tab "Segment Header"

Go to the tab "Receiver Tracing Factor" & enter the **Stat. Key fig.**

STEP 11

Go to the tab "Receiver Weighting Factors"

Enter the receivers depending on the receiver tracing factor chosen in the tab "Segment Header" :

Segment header = Fixed percentage

Cost Ctr	Portion/percent
0224-1045	
0224-1050	
0224-1051	
0224-1052	50.00
0224-1053	
0224-1054	
0224-1055	
0224-1056	
0224-1057	
0224-1058	

=> Enter the allocation key per receiving cost center

**!** The total needs to equal to 100 %

Segment header = Fixed amount

Cost Ctr	Amount
0224-1045	
0224-1050	230,000.00
0224-1051	
0224-1052	
0224-1053	
0224-1054	180,000.00
0224-1055	
0224-1056	
0224-1057	

=> Enter the real amount to be allocated to each cost center

**!** Make sure the currency is correct

Segment header = Actual Statistical Key Figures

Cost Ctr	Factor per
0224-1045	100
0224-1050	100
0224-1051	100
0224-1052	100
0224-1053	100
0224-1054	100
0224-1055	100
0224-1056	100
0224-1057	100
0224-1058	100

=> It should **not be necessary** to update this tab when a statistical key figure is used. Only when you want to **Restrict** the Receivers, in that case remove the Factor for the Cost Center Receiver.

STEP 12

Create a new segment by clicking

Attach segment

STEP 13

Cycle Run Group

STEP 14

Save

STEP 1

Use transaction code : KSU1

**i** KSU1 - Create Actual Assessment Cycle : Initial Screen

Create Actual Assessment Cycle: Initial Screen

Cycle

Start Date

Copy from

Cycle	<input type="text" value=""/>
Start Date	<input type="text" value=""/>
Controlling Area	<input type="text" value=""/>

STEP 2

Enter the cycle code and the starting date and

**i** **Assessment cycles Rules - Necessary to Use the Rules for Codification**

If you want to copy from another cycle (Normally to create again a cycle from one year to another):

- Cycle - Cycle Name (Maintain the Name the codification)
- Start Date - 01.01.YYYY
- Controlling Area - See link for possible [Controlling Areas](#)

**Create Actual Assessment Cycle: Initial Screen**

**STEP 3**

1. Enter the validity date (to last day of the year)
2. Enter the description of the cycle
3. Check the Indicator "Iterative"
4. Check the Field Groups "Object Currency"

**Create Actual Assessment Cycle: Header Data**

**STEP 4**

Click

**Create Actual Assessment Cycle: Segment**

**STEP 5**

Enter the segment code and description

**Segment Code** - Normally the Cost Center Sender (Ex: B712345678 or 0224-2000)

**Segment Description** - Cost Center Description

**STEP 6**

Update the tab "Segment Header" :

1. Assessment Cost element or Allocation structure

**i** **Assessment cycles Rules** - Check the Rules to use the Correct Cost Element or Allocation Structure

2. Sender values:
  - Sender rule
  - Share in % = 100 %
3. Receiver tracing factor :

Receiving rule	WP1	PF1	Action
Variable portions	Not used	Standard	Choose Var. portion type = Actual Statistical Key figures
Fixed amounts	Specific	Specific	Update the Amount in "Receiving Tracing Factor"
Fixed percentages	Standard	Standard	Update the allocation keys in "Receiving Tracing Factor"
Fixed portions	Not used	Not used	Not used

STEP 7

Go to the tab "Senders/Receivers"

STEP 8

Update the tab "Senders/Receivers"

1. Enter a cost center or a group of cost center (group in the standard hierarchy)
2. Enter a cost element or a group of cost element (in the hierarchy: ZRCS-CNP for WP1 / XCS-ALL for PF1). It is not necessary when an allocation structure is used.
3. Enter the receiving Object or group of Objects (Order Cost Center, Cost Object or WBS Element)

STEP 9

Go to the tab "Sender Values"

Normally there is nothing to update (Only if it is Specific or an Exception, you have to insert a price or a rate)

STEP 10

**i** Only when the Variable portions => Actual Statistical Key Figures have been chosen in the tab "Segment Header"

Go to the tab "Receiver Tracing Factor" & enter the **Stat. Key fig.**

STEP 11

Go to the tab "Receiver Weighting Factors"

Enter the receivers depending on the receiver tracing factor chosen in the tab "Segment Header" :

Segment header = Fixed percentage

Receivers	Portion/percent
0224-1045	\$0.00
0224-1050	
0224-1051	\$0.00
0224-1052	
0224-1053	
0224-1054	
0224-1055	
0224-1056	
0224-1057	
0224-1058	

=> Enter the allocation key per receiving cost center

The total needs to equal to 100 %

Segment header = Fixed amount

Receivers	Amount
0224-1045	
0224-1050	230,000.00
0224-1051	
0224-1052	
0224-1053	
0224-1054	180,000.00
0224-1055	
0224-1056	
0224-1057	

=> Enter the real amount to be allocated to each cost center

Make sure the currency is correct

Segment header = Actual Statistical Key Figures

Receivers	Factor per
0224-1045	100
0224-1050	100
0224-1051	100
0224-1052	100
0224-1053	100
0224-1054	100
0224-1055	100
0224-1056	100
0224-1057	100
0224-1058	100

=> It should **not be necessary** to update this tab when a statistical key figure is used. Only when you want to **Restrict** the Receivers, in that case remove the Factor for the Cost Center Receiver.

STEP 12

Create a new segment by clicking

Attach segment

STEP 13

Cycle Run Group

STEP 14

Save

STEP 1

Use transaction code : KSV1

Create Actual Distribution Cycle : Initial Screen

Remark

Distribution allocations are used to the primary costs of a cost center. The information about the original cost element will be transferred to the receiver.

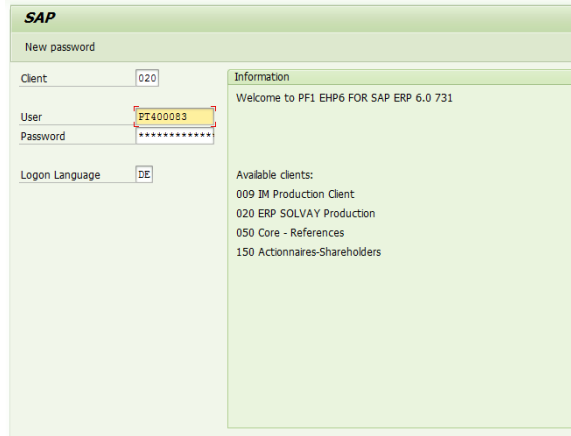
Create Actual Distribution Cycle: Initial Screen

Cycle	<input checked="" type="checkbox"/>
Start Date	<input checked="" type="checkbox"/>
Copy from	
Cycle	<input type="text"/>
Start Date	<input type="text"/>
Controlling Area	<input type="text"/>



### ERP Client Languages

When creating an Distribution Allocation, the texts must be added also in the other language ERP (both cycle name and segment name and description). To do that you must logoff, enter in the language requested (e.g. DE), and modify (KSV2) the Distribution Allocation, adding the names and descriptions in the local language.

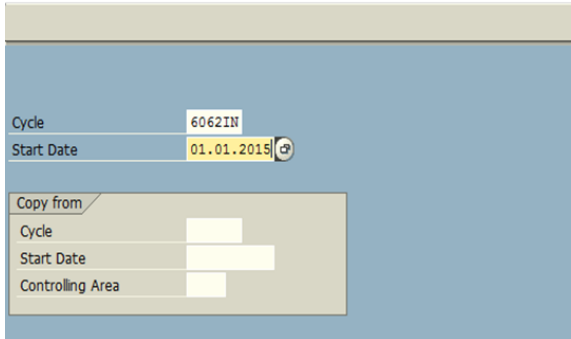


### STEP 2

Enter the cycle code and the starting date and



### Create Actual Distribution Cycle: Initial Screen



### Validity Date

The starting date determines the earliest validity date of the cycle. If a similar cycle already exists you can make a copy from the reference cycle and modify it afterwards. You can display the existing cycles by selecting the match code.



### Codification Rules

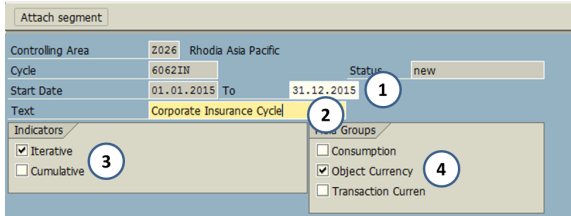
[Assessment cycles Rules](#)

For the name codification consider CC CCDV where CCCC is the company code and for DV is for Distribution Cycles, whenever a company is harmonized on SYMPA standards.

### STEP 3

1. Enter the validity date (to last day of the year)
2. Enter the description of the cycle
3. Check the Indicator "Iterative"
4. Check the Field Groups "Object Currency"

### Create Actual Distribution Cycle: Header Data

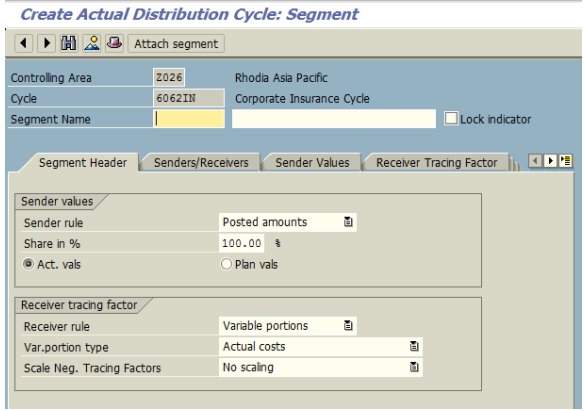


### STEP 4

Click **Attach segment**

**Segment Name**

Segment Name according to Assessment Allocations Rules should be equal to Sender Cost Center inside the segment (exceptions: Insurance Allocations as driver is the type of insurance cost and therefore Segment Name = Cost Element codification).

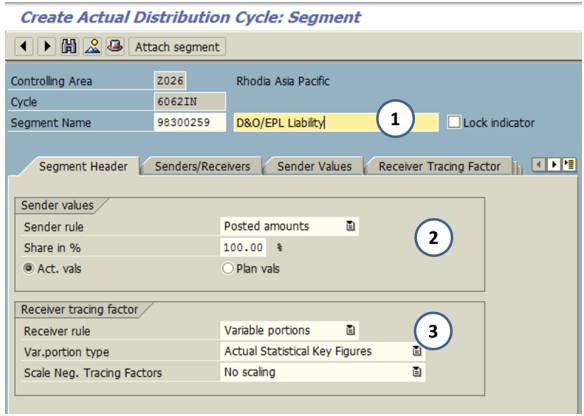


**STEP 5**

**Enter the segment code and description**

Update the tab "Segment Header" :

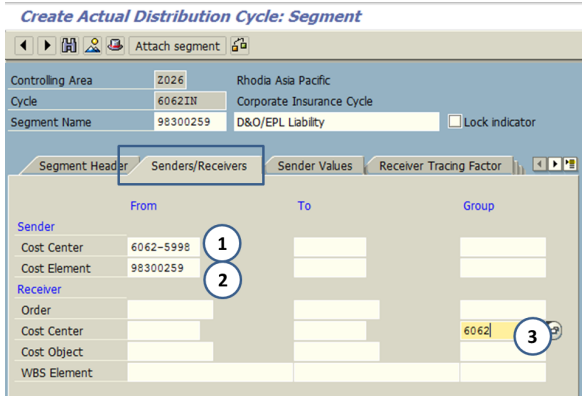
1. Assessment Cost element or Allocation structure
2. Sender values:
  - Sender rule = Posted amounts
  - Share in % = 100 %
3. Receiver tracing factor for Insurance & IAS19 :
  - Receiver rule : Variable portions
  - Var.portion type : Actual Statistical Key Figures
  - Scale Neg. Tracing Factors : No scaling



**STEP 6**

Update the tab "Senders/Receivers"

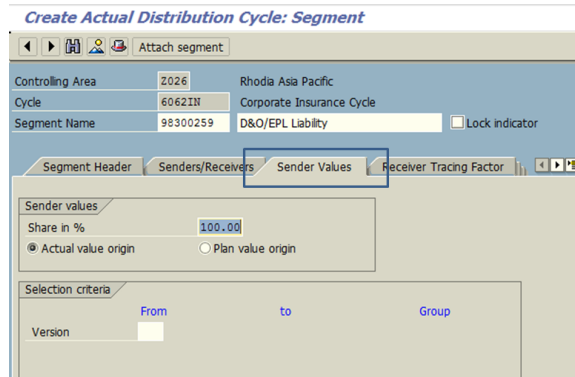
1. Enter a cost center or a group of cost center (group in the standard hierarchy)
2. Enter a cost element or a group of cost element (in the hierarchy ZRCS-CNP). It is not necessary when an allocation structure is used
3. Enter the receiving cost center or group of cost centers



**STEP 7**

Go to the tab "Sender Values"

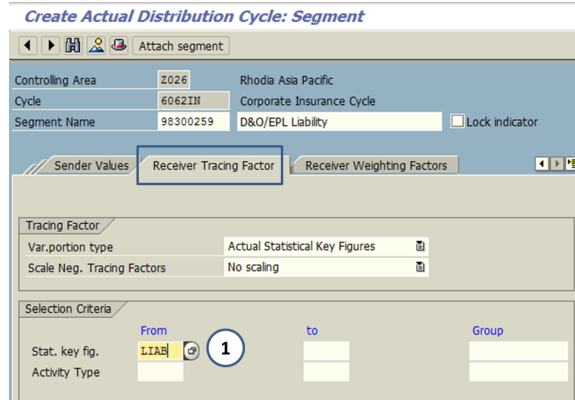
No change needed



**STEP 8**

**i** Only when the Variable portions => Actual Statistical Key Figures have been chosen in the tab "Segment Header"

Go to the tab "Receiver Tracing Factor" & enter the **Stat. Key fig.**

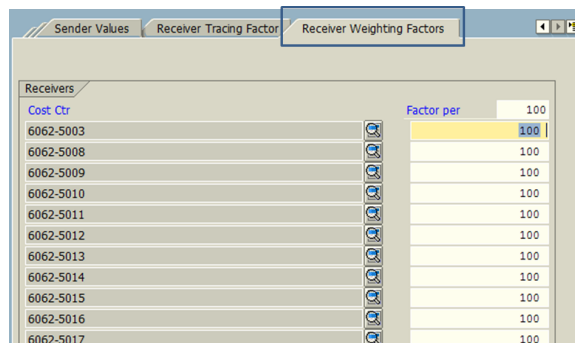


**STEP 9**

**Go to the tab "Receiver Weighting Factors"**

Enter the receivers depending on the receiver tracing factor chosen in the tab "Segment Header" :

=> It should not be necessary to update this tab when a statistical key figure is used



**STEP 10**

**Create a new segment by clicking**

**Attach segment**

**STEP 11**

**Create Cycle Run Group**

**i** Cycle Run Group Codification Rules

[Cycle Run Group Rules](#)

To proceed with Cycle Run Group creation please follow the next documentation:

**STEP 12**

Save 

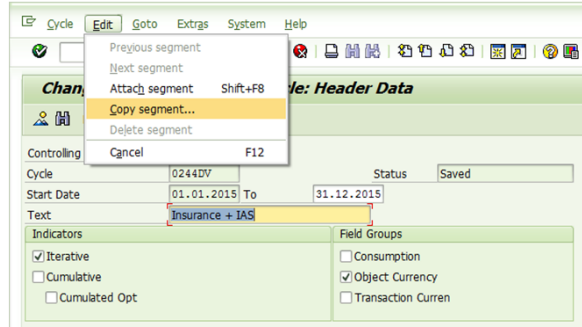
**STEP 13**

**Create segments with reference**

Enter the name of the segment you want to copy from and define a name for the new segment. Press

**Continue**

Now you can modify the appended segment.



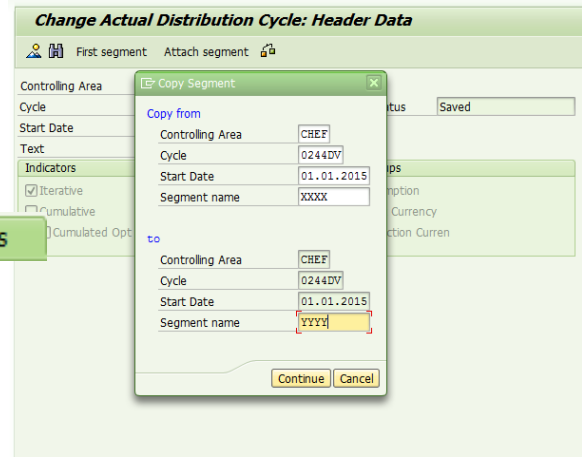
**Receiver Cost Center Modified**

When the receiver cost center is modified, the **Factor per** inside the **Indicators** tab **Receiver Weighting Factors** is deleted by the system and a new percentage must be entered.

**Total Factor Percentage**

Total of Factor Percentage after the change should total 100:

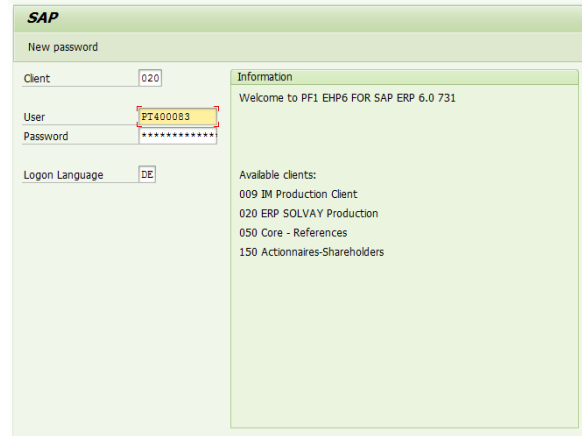
**Factor per**



**STEP 14**

**Change segment in other language**

The new segment is firstly created with connection language "EN". If the name of the segment should also appear in another language, logoff, enter in the language requested (e.g. DE), and change (KSV2) the segment name in the local language.

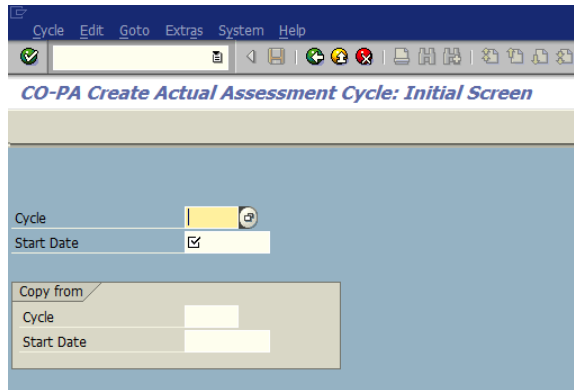


**!** Before starting, make sure you are in the right operating concern with [KEBC - Setting Operating concern](#). List of operating concern : [Rules - CO structure](#)

**STEP 1**

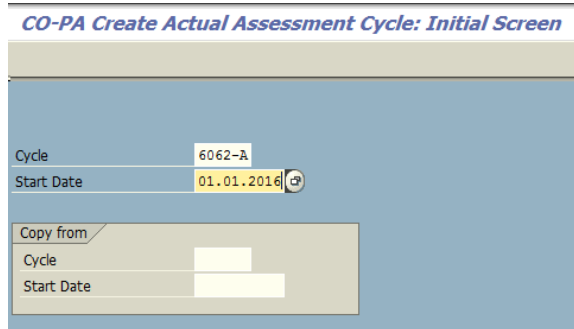
Use transaction code : KEU1

**i** CO-PA Create Actual Assessment: Initial Screen



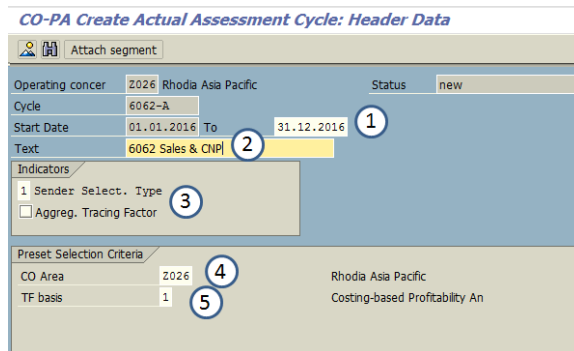
**STEP 2**

Enter the cycle code and the starting date and



**STEP 3**

1. Enter the validity date (to last day of the year)
2. Enter the description of the cycle
3. Select the "type of value Category" = 1 (Select unsplit costs)
4. Enter the controlling area
5. Select the "TF basis" = 1 (Costing-based Profitability Analysis)



**STEP 4**

Click

CO-PA Create Actual Assessment Cycle: Segment

Attach segment

Operating concern: 2026 Rhodia Asia Pacific  
 Cycle: 6062-A 6062 Sales & CNP  
 Segment Name: [ ] Lock indicator

Segment Header | Senders/Receivers | Receiver Tracing Factor | Receiver Weighti...

Assessment CElem: [ ]  
 Value Field All: [ ]  
 Alloc.structure: [ ]  
 PA transfer struct.: [ ]

Sender values  
 Rule: Posted amounts  
 Share in %: 100.00

Receiver tracing factor  
 Rule: Variable portions  
 Val.Fld/Key Fig.: 4 Qty invoice  
 Scale Neg. Factors: No scaling

STEP 5

Enter the segment code and description

CO-PA Create Actual Assessment Cycle: Segment

Attach segment

Operating concern: 2026 Rhodia Asia Pacific  
 Cycle: 6062-A 6062 Sales & CNP  
 Segment Name: C4 0569 C4 0569 // 6062-7301 Lock indicator

Segment Header | Senders/Receivers | Receiver Tracing Factor | Receiver Weighti...

Assessment CElem: [ ]  
 Value Field All: [ ]  
 Alloc.structure: [ ]  
 PA transfer struct.: [ ]

Sender values  
 Rule: Posted amounts  
 Share in %: 100.00

Receiver tracing factor  
 Rule: Variable portions  
 Val.Fld/Key Fig.: 4 Qty invoice  
 Scale Neg. Factors: No scaling

STEP 6

Update the tab "Segment Header" :

1. Assessment Cost element or Allocation structure
2. Value Field or PA transfer structure
3. Receiver tracing factor : Fixed percentages

CO-PA Create Actual Assessment Cycle: Segment

Attach segment

Operating concern: 2026 Rhodia Asia Pacific  
 Cycle: 6062-A 6062 Sales & CNP  
 Segment Name: C4 0569 C4 0569 // 6062-7301 Lock indicator

Segment Header | Senders/Receivers | Receiver Tracing Factor

Assessment CElem: [ ] ①  
 Value Field All: [ ] ②  
 Alloc.structure: C4 Adm & Com. Sale Serv. alloc. ①  
 PA transfer struct.: C4 Admin & Commercial serv. asses ②

Sender values  
 Rule: Posted amounts  
 Share in %: 100.00

Receiver tracing factor  
 Rule: Fixed percentages ③

STEP 7

Go to the tab "Senders/Receivers"

CO-PA Create Actual Assessment Cycle: Segment

Attach segment

Operating concern: 2026 Rhodia Asia Pacific  
 Cycle: 6062-A 6062 Sales & CNP  
 Segment Name: C4 0569 C4 0569 // 6062-7301  Lock indicator

Segment Header Senders/Receivers Receiver Tracing Factor

Sender	From	To	Group
Cost Center			
Cost Element			
Receiver			
Product			
Company Code			
WBS Element			
Billing Type			

STEP 8

Update the tab "Senders/Receivers" (1st page)

1. Enter a cost center or a group of cost center (group in the standard hierarchy)
2. Enter a cost element or a group of cost element (in the hierarchy ZRCS-CNP). It is not compulsory when a transfer structure is used
3. Enter the company code

CO-PA Create Actual Assessment Cycle: Segment

Attach segment

Operating concern: 2026 Rhodia Asia Pacific  
 Cycle: 6062-A 6062 Sales & CNP  
 Segment Name: C4 0569 C4 0569 // 6062-7301  Lock indicator

Segment Header Senders/Receivers Receiver Tracing Factor

Sender	From	To	Group
Cost Center	6062-7301 ①		
Cost Element			
Receiver			
Product			
Company Code	6062 ③		
WBS Element			
Billing Type			
Business Area			
Sales Order			
Sales Ord. Item			
Customer			
Payer			
Ship-to party			
Profit Center			
Item category			
Order			
Division			
Trading Partner			

Entry 1 of 39

STEP 9

Update the tab "Senders/Receivers" (2nd page)

Go down with  or using 

Segment Header Senders/Receivers Receiver Tracing Factor

	From	To	Group
Trading Partner			
Sales Org.			
Distr. Channel			
Plant			
IECRA			
Profit Center C			
Enterprise			
Commercial Prod			
Product line 00			
Origin Type			
Movement type			
Payer country			
Payer area			
Ship-to country			
Ship-to Market.			
CCR Variant			
Off Grade			
Valuation Class			
Item category			

Entry 20 of 39

STEP 10

Update the tab "Senders/Receivers" (2nd page)

1. Enter the plant code when requested (mainly for production cost centers)
2. Enter the receiving IECRA or a group of IECRA

**i** Other information can be updated when requested

	From	To	Group
Trading Partner			
Sales Org.			
Distr. Channel			
Plant			
IECRA	IECRA00450		
Profit Center C			
Enterprise			
Commercial Prod			
Product line 00			
Origin Type			
Movement type			
Payer country			
Payer area			
Ship-to country			
Ship-to Market.			
CCR Variant			
Off Grade			
Valuation Class			
Item category			

Entry 20 of 39

**STEP 11**

Go to the tab "Receiver Tracing Factor"

Receivers	Portion/percent
CoCd IECRA	
6062 IECRA00450	

Entry 1 of 1 Total 0.00

**STEP 12**

Update the tab "Receiver Tracing Factor"

1. Enter the allocation rate in percentage and

**!** the total must be equal to 100 %

Receivers	Portion/percent
CoCd IECRA	
6062 IECRA00450	100.00

Entry 1 of 1 Total 100.00


**STEP 13**

Create a new segment by clicking

---

STEP 14

Save 

 See [Assessment cycles Rules](#).

Inform the persons in charge of Schedule Manager, except in the cases that we have Extended Front Office which could be run by FO.